

How to Register or Update Your Business in the General Dynamics Database

*The following guidelines are provided to save you time and assist you in completing a profile that will be easier to find when we search for teammates. Many searches are on keywords and government customers. A well-completed profile following these guidelines will make your company easier to find.*

**PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY**

Not every field is required. We strongly recommend completing the following to make your profile more findable in a search:

* Complete all **required** elements (RED font, marked with a red \*, yellow highlight box)
* Include your **company’s revenues** for the last three years
* Include your **company’s website** address
* Select only those **customers, commodities and services** from the menu selection that are applicable and current to your business (3 years past performance)
  + Select General Dynamics if working with us - specify which GD Business Unit in the Additional Details free text field (ex. GDIT)
* If applicable, provide **additional details** after the **Customers** and **Services** selections (in the “Additional Details” fields) (200 characters)
  + Ex.: **Customer**: if you selected "DOD-Navy", provide more specifics such as Navy/NAVSEA/NUWC
  + Ex.: **Services** example: If you selected "Support - Engineering Services", provide specifics on what you do
* Complete the **Product and Service** **description** with embedded descriptive and unique keywords (2000 characters)
* **Remove old/dated documentation**, if applicable. **Upload your company’s capabilities** presentation or line card (can upload more than one)
* Include company and personnel technical certifications in the Certifications section
* Include facility and personnel security clearances if applicable

**New Registrations:**

1. Once on the [main registration page](https://suppliers.gendyn.com/) (<https://suppliers.gendyn.com>), select "*Create an Account*"
2. Read and accept the "*Terms and Conditions*" to proceed and start a new registration profile

**Previously Registered Companies:**

1. Once on the [main registration page](https://suppliers.gendyn.com/) (<https://suppliers.gendyn.com>), enter your username (email address) and password in the "Returning Supplier" section to access your current registration and make updates (you will need to be a registered user for your company)

a. If you do not remember your Password, and you were the registered user, select ***Recover Password*** - your email address is your user name

b. If you are not the registered user, the system will indicate this to you.  Do **not create** a new profile.  You may [contact us](mailto:smallbusiness@gdit.com), letting us know the registered user is no longer with the company, or to add additional users (per written email approval from current registered user)

